

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 20

December 8, 2016

SUBJECT: TAKING PERSONS INTO CUSTODY – REVISED; JUVENILE ARREST SUPPLEMENTAL REPORT, FORM 05.02.06 – REVISED; ADULT DETENTION LOG, FORM 06.19.00 – REVISED; SECURE JUVENILE DETENTION LOG, FORM 09.05.00 – REVISED; AND, NON-SECURE JUVENILE DETENTION LOG, FORM 09.06.00 – REVISED

PURPOSE: This Order clarifies procedures regarding juvenile arrests and detentions, by revising Department Manual Section 4/216, *Taking Persons into Custody*; the Juvenile Arrest Supplemental Report, Form 05.02.06; the Adult Detention Log, Form 06.19.00; the Secure Juvenile Detention Log, Form 09.05.00; and, the Non-Secure Juvenile Detention Log, Form 09.06.00.

PROCEDURE:

- I. TAKING PERSONS INTO CUSTODY – REVISED.** Department Manual Section 4/216, *Taking Persons into Custody*, has been revised. Attached is the revised Manual section with the revisions indicated in italics.
- II. JUVENILE ARREST SUPPLEMENTAL REPORT, FORM 05.02.06 – REVISED.** The Juvenile Arrest Supplemental Report (JASR), Form 05.02.06, has been revised to assist officers and supervisors in documentation of necessary information.

The changes on the JASR include the following:

- A new heading has been added, stating “OFFICER NOTIFICATION: Within one hour of the juvenile being taken into custody, the officer shall take steps to notify the juvenile’s parent, guardian, or responsible relative. Any deviation from procedure must be articulated within the Comments section of this report.” The Parent, Guardian or Responsible Relative Notified section has been revised to include “Yes/No” checkboxes for attempted and contacted, and fill-in boxes for other needed information, e.g., date, time, phone no., name of person contacted, relationship to juvenile, and officer’s serial no.;
- A new heading has been added, stating “OFFICER ADVISEMENT OF JUVENILE PHONE CALLS: Officer shall advise the juvenile of his or her right to place two calls within the first hour and a third call within three hours. Any deviation from procedure must be articulated within the Comments section of this report.”;
- A new section has been added, stating “DOCUMENTATION OF JUVENILE’S PHONE CALLS: Any deviation from procedure must be articulated within the Comments section of this report.” Yes/No checkboxes have been added to allow officers to document if a juvenile refuses to make his or her allowed phone calls to a responsible adult, attorney, and a third phone call within three hours to a responsible adult or attorney. Fill-in boxes have

been added for the date, time, phone no., name of person contacted and relationship to juvenile. These boxes will guide officers to accurately record the required information; and,

- In the Gladys R. Admonition section, the words “and form attached” have been added to the end of sentence “Gladys R. Admonition given.”

- III. ADULT DETENTION LOG, FORM 06.19.00 – REVISED.** The Adult Detention Log, Form 06.19.00, has been revised. The section titled “REMARKS” on the Adult Detention Log has been changed to “For each checked shaded box, explain in Comments.” In addition, the arrestee’s responses to the three mandatory questions have been shaded as “No” for the first question, and “Yes” for the second and third questions.
- IV. SECURE JUVENILE DETENTION LOG, FORM 09.05.00 – REVISED.** The Secure Juvenile Detention Log, Form 09.05.00, has been revised. The text “Detention Response Explanations” has been changed to “For each checked shaded box, explain in Comments” and has been moved beneath the sentence, “Watch Commander must ask the following questions.” In addition, the subject’s responses to the three mandatory questions have been shaded as “No” for the first question, and “Yes” for the second and third questions.
- V. NON-SECURE JUVENILE DETENTION LOG, FORM 09.06.00 – REVISED.** The Non-Secure Juvenile Detention Log, Form 09.06.00, has been revised. The text “Detention Response Explanations” has been changed to “For each checked shaded box, explain in Comments” and has been moved beneath the sentence “Watch Commander must ask the following questions.” In addition, the subject’s responses to the three mandatory questions have been shaded as “No” for the first question, and “Yes” for the second and third questions.

FORM AVAILABILITY: The revised forms are available in E-Forms on the Department’s Local Area Network and are attached for immediate use and duplication. All other versions of these forms shall be marked “obsolete” and placed into the divisional recycling bin.

AMENDMENT: This Order amends Section 4/216 of the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Audit Division, shall review this directive and determine whether an audit or inspection shall be conducted in accordance with Department Manual Section 0/080.30.



CHARLIE BECK
Chief of Police

Attachments

DISTRIBUTION “D”

**DEPARTMENT MANUAL
VOLUME IV
Revised by Special Order No. 20, 2016**

216. TAKING PERSONS INTO CUSTODY.

Inspection and Interview. All persons detained or arrested and transported to a Department facility shall be brought before a watch commander for an inspection and interview. At a minimum, the watch commander shall ask the suspect the following three questions:

- Do you understand why you were detained/arrested?
- Are you sick, ill, or injured?
- Do you have any questions or concerns?

The watch commander shall take appropriate action based upon the results of the inspection and responses to these questions. *In documenting the detainee or arrestee's responses to the three mandatory questions for each checked shaded box, the supervisor must explain the details of that response in the Comments section of the appropriate detention log.*

Exception: In those rare cases when circumstances preclude an inspection and interview by a watch commander (e.g., medical/absentee bookings), the watch commander shall ensure that the suspect is inspected and interviewed by a Department supervisor who did not assist or participate in the person's arrest or detention. The assigned supervisor shall document the inspection and interview in his *or* her Sergeant's Daily Report, Form 15.48.00. Additionally, the watch commander shall document the reason for the exception, including the name and serial number of the supervisor assigned to conduct the inspection and interview, in his *or* her Watch Commander's Daily Report, Form 15.80.00.

Area Station. Any officer, from any command, that arrives at a Community Police Station with a person detained or arrested shall immediately ensure that the person is visually inspected and interviewed by the Watch Commander.

Specialized Divisions. All specialized division arrestees shall be inspected and questioned by one of the 21 Area watch commanders or the Watch Commander, Metropolitan Jail Section, Custody Services Division, before being booked.

JUVENILE ARREST SUPPLEMENTAL REPORT (Use this sheet as next to last page of Arrest Report.)

Page ____ of ____

J No. (601/602 WIC) (Pre-Delinquent/Delinquent)		J No. (300 WIC) (Dependent)		DR No.	
SUBJECT'S NAME (LAST, FIRST, M.I.)		D.O.B.		Booking No.	
				CII No.	
PRIOR RECORD. Juvenile Automated Index printout must be attached. ADRIS checked for missing status & CWS for warrants? <input type="checkbox"/> YES <input type="checkbox"/> NO					
Organization		Office	Assigned Worker	Phone No.	Active PDJ No.
On Probation <input type="checkbox"/> YES <input type="checkbox"/> NO					Juvenile Court No. Active Court No.
On Parole <input type="checkbox"/> YES <input type="checkbox"/> NO					
On DCFS <input type="checkbox"/> YES <input type="checkbox"/> NO					
OFFICER NOTIFICATION: Within one hour of the juvenile being taken into custody, the officer shall take steps to notify the juvenile's parent, guardian, or responsible relative. Any deviation from procedure must be articulated within the Comments section of this report.					
Parent, Guardian or Responsible Relative Notified	Attempted Y <input type="checkbox"/> N <input type="checkbox"/>	Contacted Y <input type="checkbox"/> N <input type="checkbox"/>	Date	Time	Phone No.
					Name
					Relationship
					Ofcr Serial No.
OFFICER ADVISEMENT OF JUVENILE PHONE CALLS: Officer shall advise the juvenile of his or her right to place two calls within the first hour and a third call within three hours. Any deviation from procedure must be articulated within the Comments section of this report.					
Phone Calls Advise	Officer's Name			Serial No.	Date
					Time
DOCUMENTATION OF JUVENILE'S PHONE CALLS: Any deviation from procedure must be articulated within the Comments section of this report.					
Juv. Refusal		Attempted	Contacted	Date	Time
Y <input type="checkbox"/> N <input type="checkbox"/>	Responsible Adult (Parent/Guardian, Responsible Relative, or Employer)	Y <input type="checkbox"/> N <input type="checkbox"/>	Y <input type="checkbox"/> N <input type="checkbox"/>		
Y <input type="checkbox"/> N <input type="checkbox"/>	Attorney	Y <input type="checkbox"/> N <input type="checkbox"/>	Y <input type="checkbox"/> N <input type="checkbox"/>		
Y <input type="checkbox"/> N <input type="checkbox"/>	3rd Phone Call Within 3 hours to Responsible Adult or Attorney	Y <input type="checkbox"/> N <input type="checkbox"/>	Y <input type="checkbox"/> N <input type="checkbox"/>		
ADMONITION OF MIRANDA RIGHTS: For 601 and 602 WIC offenses. <input type="checkbox"/> If no interrogation/waiver is sought, only read the Admonition. (DO NOT ask the question, "Do you understand?") Per 625 WIC. OR <input type="checkbox"/> If interrogation/waiver is sought, it must be ascertained if the juvenile understands these rights. Read verbatim per Form 15.03.00, and document the answers below.					
Document the juvenile's responses to the admonition of Miranda rights:			If the waiver of rights is sought, the following will be asked:		
1.	2.	3.	4.	Do you want to talk about what happened? <input type="checkbox"/> YES <input type="checkbox"/> NO	
Gladys R. Admonition shall be completed when minor is under the age of 14 years. Shall be completed after the Miranda Admonition but before questioning begins. Gladys R. Admonition given and form attached? <input type="checkbox"/> YES <input type="checkbox"/> NO					
IF DETAINED at a probation facility (e.g., Central, Los Padrinos, Barry J. Nidorf, etc.), indicate facts that support the reason for detention. If more space is needed, continue on page two.					
Booking Approved By		Detention Approved By		Division of Citeback / Date & Time	Court Citation No.
					Photos? <input type="checkbox"/> YES <input type="checkbox"/> NO
					Printed? <input type="checkbox"/> YES <input type="checkbox"/> NO
Comments of Investigating Officer/Arresting Officer					
Location of Interview		Date & Time of Interview		<input type="checkbox"/> ADMITS <input type="checkbox"/> DENIES	Adult Present at Interview Relationship
Document circumstances that led to the detention of the juvenile.					

LOS ANGELES POLICE DEPARTMENT
ADULT DETENTION LOG

Area/Division	Date	Page No. ____ of ____
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A new log shall be started each day, beginning at 0001 hours.

Date/Time In	Arrestee's Name (Last, First, M.I.)	Charge	Transporting Officer's Name	Serial No.	Division/Unit	Watch
Date/Time Out	Tank/Bench	Disposition	Personal Property Disposition	Arresting Officer's Name	Serial No.	Division/Unit
			<input type="checkbox"/> Same as transporting officer			
<div style="display: flex; justify-content: space-between;"> <div> 1. Do you understand why you were detained/arrested? <input type="checkbox"/> YES <input type="checkbox"/> NO 2. Are you sick, ill, or injured? <input type="checkbox"/> YES <input type="checkbox"/> NO 3. Do you have any questions or concerns? <input type="checkbox"/> YES <input type="checkbox"/> NO </div> <div> For each checked shaded box, explain in Comments. Comments: _____ Miranda Rights Invoked <input type="checkbox"/> </div> </div>						
Watch Commander's Signature				Serial No.	Date and Time of Inspection/Interview	

Date/Time In	Arrestee's Name (Last, First, M.I.)	Charge	Transporting Officer's Name	Serial No.	Division/Unit	Watch
Date/Time Out	Tank/Bench	Disposition	Personal Property Disposition	Arresting Officer's Name	Serial No.	Division/Unit
			<input type="checkbox"/> Same as transporting officer			
<div style="display: flex; justify-content: space-between;"> <div> 1. Do you understand why you were detained/arrested? <input type="checkbox"/> YES <input type="checkbox"/> NO 2. Are you sick, ill, or injured? <input type="checkbox"/> YES <input type="checkbox"/> NO 3. Do you have any questions or concerns? <input type="checkbox"/> YES <input type="checkbox"/> NO </div> <div> For each checked shaded box, explain in Comments. Comments: _____ Miranda Rights Invoked <input type="checkbox"/> </div> </div>						
Watch Commander's Signature				Serial No.	Date and Time of Inspection/Interview	

Date/Time In	Arrestee's Name (Last, First, M.I.)	Charge	Transporting Officer's Name	Serial No.	Division/Unit	Watch
Date/Time Out	Tank/Bench	Disposition	Personal Property Disposition	Arresting Officer's Name	Serial No.	Division/Unit
			<input type="checkbox"/> Same as transporting officer			
<div style="display: flex; justify-content: space-between;"> <div> 1. Do you understand why you were detained/arrested? <input type="checkbox"/> YES <input type="checkbox"/> NO 2. Are you sick, ill, or injured? <input type="checkbox"/> YES <input type="checkbox"/> NO 3. Do you have any questions or concerns? <input type="checkbox"/> YES <input type="checkbox"/> NO </div> <div> For each checked shaded box, explain in Comments. Comments: _____ Miranda Rights Invoked <input type="checkbox"/> </div> </div>						
Watch Commander's Signature				Serial No.	Date and Time of Inspection/Interview	

Date/Time In	Arrestee's Name (Last, First, M.I.)	Charge	Transporting Officer's Name	Serial No.	Division/Unit	Watch
Date/Time Out	Tank/Bench	Disposition	Personal Property Disposition	Arresting Officer's Name	Serial No.	Division/Unit
			<input type="checkbox"/> Same as transporting officer			
<div style="display: flex; justify-content: space-between;"> <div> 1. Do you understand why you were detained/arrested? <input type="checkbox"/> YES <input type="checkbox"/> NO 2. Are you sick, ill, or injured? <input type="checkbox"/> YES <input type="checkbox"/> NO 3. Do you have any questions or concerns? <input type="checkbox"/> YES <input type="checkbox"/> NO </div> <div> For each checked shaded box, explain in Comments. Comments: _____ Miranda Rights Invoked <input type="checkbox"/> </div> </div>						
Watch Commander's Signature				Serial No.	Date and Time of Inspection/Interview	

Date/Time In	Arrestee's Name (Last, First, M.I.)	Charge	Transporting Officer's Name	Serial No.	Division/Unit	Watch
Date/Time Out	Tank/Bench	Disposition	Personal Property Disposition	Arresting Officer's Name	Serial No.	Division/Unit
			<input type="checkbox"/> Same as transporting officer			
<div style="display: flex; justify-content: space-between;"> <div> 1. Do you understand why you were detained/arrested? <input type="checkbox"/> YES <input type="checkbox"/> NO 2. Are you sick, ill, or injured? <input type="checkbox"/> YES <input type="checkbox"/> NO 3. Do you have any questions or concerns? <input type="checkbox"/> YES <input type="checkbox"/> NO </div> <div> For each checked shaded box, explain in Comments. Comments: _____ Miranda Rights Invoked <input type="checkbox"/> </div> </div>						
Watch Commander's Signature				Serial No.	Date and Time of Inspection/Interview	

Page ____ of ____

Enter information for juvenile placed in secure detention. For the purposes of this log, detention begins when the juvenile enters the law enforcement facility and ends when the juvenile leaves the facility upon being released to a parent or guardian, transferred to a juvenile detention facility, or other release. The on-duty watch commander must review the detention log for accuracy, prior to the release of the juvenile.

Medical Treatment, Booking, Field Investigation, Release

3. ☐ Other (please specify): (e.g., outside agency hospital)

Relationship to Juvenile:

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[illegible]

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100
---	---	---	---	---	---	---	---	---	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	-----

[illegible]

[illegible]

Time of Screening

☐ Yes

in custody for 601 and 602 WIC offenses to

to waive these rights, unless they are to be inte

..... : no problem in the circuit.

Area/Division: _____

NON-SECURE JUVENILE DETENTION LOG

Date: _____

Page _____ of _____

Non-Secure Detention Defined: Juveniles under non-secured detention, regardless of age, may be handcuffed behind their back or to a moveable object, e.g., chair, but must not be handcuffed to fixed objects; (e.g., handcuffing rails or benches, or other fixed objects that are attached to either the floor or the wall, or any other non-fixed object normally used for securing arrestees). Juveniles must be under **constant in-person observation and supervision. Juveniles in non-secure detention must not be locked in a room, cell or enclosure.**

Note: Section 5150 WIC detentions must only be logged on the Non-Secure Juvenile Detention Log.

Enter information for juvenile placed in non-secure detention. For the purposes of this log, detention begins when the juvenile enters the law enforcement facility and ends when the juvenile leaves the facility upon being released to a parent or guardian, transferred to a juvenile detention facility, or other release. The on-duty watch commander must review the detention log for accuracy, prior to the release of the juvenile.

Total detention time inside the police facility must not exceed six (6) hours.

Documentation of Non-Secure Juvenile Detention Log - under Section 300 WIC. Due to the confidential nature of the information contained in police reports for children taken into protective custody under Section 300 WIC, the Non-Secure Juvenile Detention Log, Form 09.06.00, and the Investigative Report, Form 03.01.00, must only contain the child's first name, the first initial of the last name, and the word "Confidential" written in the name box. Officers must also attach a copy of the Request for Confidentiality of Information, Form 03.02.00, to the respective Non-Secure Juvenile Detention Log. As per current Department policy, the Request for Confidentiality of Information and the Arrest Report Face Sheet will remain the same and will contain the full name and other identifying information of the child victim.

Juvenile's Name (Last, First M.I.)	<input type="checkbox"/> Male <input type="checkbox"/> Female	Age	<input type="checkbox"/> Section 300 WIC / <input type="checkbox"/> Section 601 WIC / <input type="checkbox"/> Section 602 WIC / <input type="checkbox"/> Section 5150 WIC /		Arrest Charge		Entered Facility		Left Facility		Time in Facility		Reason for Leaving Facility		
Arresting Officer	(List Agency, if not LAPD)	Serial #	Unit / Watch												
Transporting Officer	(List Agency, if not LAPD)	Serial #	Unit / Watch												
<input type="checkbox"/> Same as Arresting Officer															
Verifying Officer (List Agency, if not LAPD) (Supervises juvenile during detention and ensures proper separation from adults and other juveniles detained under other WIC sections)		Serial #	Unit / Watch												
<input type="checkbox"/> Same as Arresting Officer															
Watch Commander must ask the following questions: For each checked shaded box, explain in Comments.															
1. Do you understand why you were detained/arrested?				YES NO											
2. Are you sick, ill or injured?				<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>											
3. Do you have any questions or concerns?				<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>											
Watch Commander's Signature				Serial No.				Date				Time of Screening			

Released by:

Total Time in Facility:

Serial #

Released to

Officers must make an attempt to identify the person.

Name: _____ Relationship to Juvenile: _____

COMMENTS:

Watch Commander must address the following (For each "NO," explain in Comments):

YES NO

4. Was the Juvenile advised of his or her right to make telephone calls?
(Two calls within one hour of being taken into custody to either a parent, guardian, responsible relative, or employer, AND one call to an attorney. The third call, if the juvenile elects to do so, shall be made within three hours of being taken into custody (arrest)).

☐ ☐

5. Is the Juvenile intoxicated/drug impaired to the level where he or she is unable to care for himself or herself? If YES, he/she must receive immediate medical treatment and explained in Comments.

☐ ☐

Section 625 WIC Admonition Given

☐ YES ☐ NO

Miranda Rights Invoked (if applicable)

☐ YES ☐ NO

(Section 625 WIC requires ALL juveniles in custody for 601 and 602 WIC offenses to be advised of their Constitutional Rights after being taken into custody. It is not necessary to determine if the juveniles understand these rights, or if they wish to waive these rights, unless they are to be interrogated. Section 625 WIC advisement is not required if the juvenile is Mirandized.)